

26th April 2016

YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL MEETING OF WESTBURY TOWN COUNCIL TO BE HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY, ON TUESDAY, 3rd MAY 2016 AT 7:00pm.

Yours faithfully

Town Clerk

Public Forum

Register between 6.50 pm – 7.00 pm
Maximum input per person – 5 minutes
Forum not to exceed 30 minutes

**Petitions/Depositions to be lodged with the Town Clerk
at least five working days prior to the Meeting**

A G E N D A

- 1. TO ELECT THE CHAIRMAN (TOWN MAYOR) FOR THE ENSUING YEAR, AND RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE.**
- 2. THE APPOINTMENT OF THE TOWN MAYOR'S DEPUTY.**
- 3. THANKS TO THE RETIRING TOWN MAYOR.**
- 4. TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.**
- 5. DISPENSATIONS.**
- 6. DECLARATIONS OF INTEREST (if any) AND REASONS. (Members must be diligent regarding their interests.)**
- 7. POLICE REPORT.**
- 8. WILTSHIRE COUNCILLORS' REPORT. Members wishing to ask questions of the Wiltshire Councillors are requested to give prior notice to the Clerk for onward transmission.**

9. **REPORT BY THE TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER.** To accept the Clerk's Financial Report.
10. **COMMUNICATIONS BY INCOMING TOWN MAYOR.** To receive such communications as the Town Mayor may wish to lay before the Council.
11. **MINUTES.** To approve as a correct record the Minutes of the Town Council Meeting held on the 7th March 2016, copies of these Minutes have been circulated to each Member and in accordance with Standing Order No.13 (d) may be taken as read. (Copy attached).
12. **MATTERS ARISING: Note: no new decisions can be taken.**

Members' matters arising from these previous Minutes.

13. **RECOMMENDATION from Play & leisure Working Group, dated 22nd March 2016 (see attached).**

Play Equipment

Recommendation:

To replace the four missing swing seats and chains in Grassacres Park. The cost to supply and install the swings is £718.00 and we recommend Town Council fund this from Council Capital projects.

14. **RECOMMENDATION from Policy and Resources Committee, dated 4th April 2016 (see attached).**

Standing Orders

Recommendation:

Town Council to note changes to Standing Orders agreed at Policy and Resources Committee meeting on 4th April 2016, when adopting the Standing Orders at the Annual Town Council meeting on 3rd May 2016.

15. **NOTICE of MOTION from Town Clerk dated 15th April 2016 (see attached).**

Finance Regulations

Recommendation:

That Town Council approve the Clerk and RFO to authorise revenue expenditure up to £1000 in the event of extreme risk to the Council. The Clerk & RFO will report such action to the chairman immediately and to the Council as soon as practical.

16. **APPOINTMENT OF COMMITTEES.** To appoint Members to serve on Committees for the ensuing year. The previous Membership was as follows:-

Policy & Resources Committee:

Town Mayor & Deputy Mayor (both ex-officio), Cllrs D Jenkins, G King, R Hawker, M Sutton, I Taylor, D Windess

Highways, Planning & Development Committee:

Town Mayor & Deputy Mayor (both ex-officio), Cllrs D Anderson, I Cunningham, Mrs S Ezra, Mrs C Mitchell, F Morland, D Tout & P Wakeman

Finance Committee:

Town Mayor and Town Mayors Deputy (ex officio). Three members from each of the Policy and Resources Committee and Highways, Planning & Development Committee to be elected at the first meetings of these committees.

17. **PLACES, DATES AND TIMES OF MEETINGS.** To consider and confirm that the dates and times of Meetings should be:

2016

16th May	Highways, Planning & Development Committee
6th June	Policy & Resources Committee
20th June	Highways, Planning & Development Committee
4th July	Town Council
18th July	Highways, Planning & Development Committee
1 st August	Policy & Resources Committee
15th August	Highways, Planning & Development Committee
5th September	Town Council
12th September	Finance Committee
19th September	Highways, Planning & Development Committee
3rd October	Policy & Resources Committee
17th October	Highways, Planning & Development Committee
7th November	Town Council
21st November	Highways, Planning & Development Committee
5th December	Policy & Resources Committee
12th December	Finance Committee
19th December	Highways, Planning & Development Committee

2017

9th January	Town Council
16th January	Highways, Planning & Development Committee
6th February	Policy & Resources Committee
20th February	Highways, Planning & Development Committee

6th March	Town Council
20th March	Highways, Planning & Development Committee
3rd April	Policy & Resources Committee (Tuesday due to Bank Holiday)
17th April	Highways, Planning & Development Committee
24th April	Annual Town Meeting
2nd May	Annual Town Council Meeting (Tuesday due to Bank Holiday)

Meetings are held at The Laverton, Bratton Road, Westbury and start at 7:00pm

18. APPOINTMENT OF REPRESENTATIVES ON OTHER BODIES.

The previous representatives were as follows:

68 (Westbury) Squadron ATC: Cllr Stephen Andrews

Army Liaison Committee: Cllr David Tout

BA13 Community Partnership: Cllrs Ian Cunningham and David Windess

Community Area Transport Group (CATG): Cllr Francis Morland

Youth Advisory Group (YAG): Cllrs Gordon King and Russell Hawker

Elblag Twinning Association: Cllr Mike Sutton

Leigh Park Community Association: Cllr Stephen Andrews

Police Liaison Committee: Cllrs David Bradshaw & David Windess.

Warminster & Westbury CCTV Committee: Cllrs Mrs Sue Ezra and David Tout

Westbury Amateur Swimming Association: Cllr David Bradshaw

Westbury Area Board: Cllrs David Bradshaw and Stephen Andrews

Westbury Chamber of Commerce, Trade & Industry: Cllr David Jenkins

Westbury District Twinning Association: Cllr Mike Sutton

Westbury Heritage Society: Cllr Francis Morland

Westbury (Wilts) Welfare of the Elderly Association: Cllrs David Jenkins and Gordon King

Wiltshire Association of Local Councils: Cllr Stephen Andrews

Wiltshire Council Rights-of-Way Contact: Keith Harvey, Town Clerk (Reserve-Cllr David Tout)

19. MEMBERSHIP OF WORKING GROUPS:

Working Groups – *all include Town Mayor & Deputy Mayor as ex-officio.*

The previous membership was as follows:

- **Business Plan**
Cllrs I Cunningham, D Jenkins, G King, M Sutton & I Taylor.

- **CCTV**
Cllrs Mrs S Ezra, R Hawker & D Tout.
Co-opted members: West Wilts Trading Estate (2), Westbury Chamber of Commerce, Police & Warminster CCTV Control Room Supervisor.
- **Events**
Cllrs D Anderson, I Cunningham, Mrs S Ezra, R Hawker, D Jenkins, Mrs C Mitchell, & D Tout.
Co-opted members: Community Outreach Officer (White Horse Team) - tba, Westbury Churches Together, Westbury Library, Westbury Police, Lions of Westbury, All Saints Church Christmas Tree Festival, Westbury Primary Schools, Westbury Heritage Centre, Ron Norris (Wheelers of Westbury) & Leighton Sports Centre.
- **Delegation of Services**
Cllrs I Cunningham, D Jenkins, G King, M Sutton, I Taylor & D Tout.
- **Editorial**
Cllrs I Cunningham, D Jenkins, G King & M Sutton.
- **The Laverton Institute Trust Management Working Group**
Cllrs I Cunningham, R Hawker, D Jenkins & M Sutton.
- **Emergency Planning**
Cllrs I Cunningham & G King
- **Great War**
Cllrs Ian Cunningham & D Jenkins.
Co-opted members: Mrs M Kneen (Royal British Legion) & L Argent (Heritage/Visitor Centre), M Pearce (Music & Arts Festival).
- **Play & Leisure Facilities**
Cllrs I Cunningham, Mrs S Ezra, Mrs C Mitchell & D Tout.
- **Street Scene**
Cllrs Mrs S Ezra, D Jenkins G King, M Sutton & D Tout.
- **TIG**
Cllrs I Cunningham, D Jenkins & G King
- **Westbury Tourism Group**
Cllrs I Cunningham & D Jenkins.
Co-opted members: Westbury Heritage Society, Westbury Community Area Manager & Wiltshire Council Archivist.

20. TASK & FINISH GROUPS.

The previous membership was as follows:

Community Governance Review

Cllrs S Andrews, I Cunningham, D Jenkins, G King, F Morland & M Sutton

21. MINUTES OF COMMITTEES. To receive and consider Minutes and recommendations of the following Committees:-

Highways, Planning & Development Committee	- 18.04.2016 (copy attached)
Policy & Resources Committee	- 04.04.2016 (copy attached)

22. **MATTERS ARISING FROM THESE MINUTES** (if any). **Note: no new decisions can be taken.**
23. **TO ADOPT WESTBURY TOWN COUNCIL'S STANDING ORDERS** (see attached)
24. **TO ADOPT WESTBURY TOWN COUNCIL'S FINANCIAL REGULATIONS –** (see attached)
25. **TO RE-APPOINT RBS AUDITING SOLUTIONS LTD AS THE TOWN COUNCIL'S INTERNAL AUDITOR.**
26. **ANNUAL SUBSCRIPTIONS.** To approve, in accordance with Standing Order No. 12(g), payment of the under-mentioned subscriptions:-

	<u>2016/17</u>	<u>2015/16</u>
Wiltshire Association of Local Councils/NALC	-	£1123.75
W.Wilts/Elblag Twinning Association	-	£10.00
Community First	-	£36.00
Society of Local Council Clerks	-	£235.00
Clerks & Councils Direct	-	£24.00
Community Matters	-	£73.75
Visit Wiltshire (Art & Activites)	-	£151.68
Visit Wiltshire (Town Partnership)	-	£865.20

27. **CLERK'S CORRESPONDENCE:**

- a) **Small Grants 2015-2016.** Thank you letters have been received from the following organisations:
- ❖ **The White Horse Day Centre (see attached)**
 - ❖ **Welfare of the Elderly (see attached)**
 - ❖ **Westbury & District Twinning Association (see attached)**
- b) **Thank you letter from retired Town Clerk (see attached)**
To note
- c) **Thank you letter from Westbury Music & Arts Festival (see attached)**
To note
- d) **The Co-operative Bank, Westbury, 5-7 High Street (see attached)**
To note
- e) **Event Parking Policy (see attached)**
To note

28. **REPORT BY THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP (see attached).** Cllr D Bradshaw to report.

29. **LOCAL COUNCIL RISK SYSTEM.** To approve the Town Council's Draft Risk Assessment for 2015-2016. (See attached.)

30. WESTBURY TOWN COUNCIL ASSET INVENTORY REPORT (see attached).

To Note

31. EAR MARKED RESERVES. To approve the following budget transfers to ear marked reserves:

Administration	£500.00	EMR 375 Staff Training. (CiLCA Training)
Administration	£400.00	EMR 365 TCVG.
Civic & Social Activities	£250.00	EMR 358 Media. (Production of newsletter)
Grants & Donations	£16,270.00	Grant to Laverton Institute.
Future Service Delegation	£20,000.00	EMR 372 Devolved Services.
Street Furniture	£400.00	EMR 329 Bus Shelter.
Christmas/Christmas Lights	£5,400.00	EMR 376 Christmas Event.
Town Improvement Group	£22,000.00	EMR 377 Town Improvement Group.
Shows and Fairs	£8,380.00	EMR 378 Street Fair
The Laverton Institute	£2,000.00	EMR 336 Laverton Hall Improvements

32. DIRECT DEBITS.

a) To approve the continuing use of the following variable direct debits:

- South West Communications (monthly – WTC Office telephone calls)
- South West Communications (quarterly – Service charge)
- Vodafone (Town Clerk's mobile phone calls)
- Npower (Laverton Hall electricity)
- Wiltshire Council (WTC Office Rates)
- Marstons (Laverton Bar)
- TV Licence (Laverton Hall)
- Public Works Loan Board

b) To approve setting up the following new direct debits:

- Limesquare (monthly – WTC vehicle rental for contract hire for the caretaker)
- Microsoft Office 365 (monthly – WTC Office Computers)

33. BACS. To approve the continuing use of the following BACS payments:

- Salaries
- PAYE/NI
- Wiltshire Pension Fund
- Staff Expenses

34. PAYMENT OF ACCOUNTS. To authorise lists of payments made since the last Meeting or to be made and to confirm the action of the Clerk, Chairman and one other Member in signing the necessary orders for payment and Bank Transfers:-

March 2016

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As presented